

Agreed Upon Process between Los Angeles Valley College
and AFT College Staff Guild for Hiring/Selection Committees/Panels

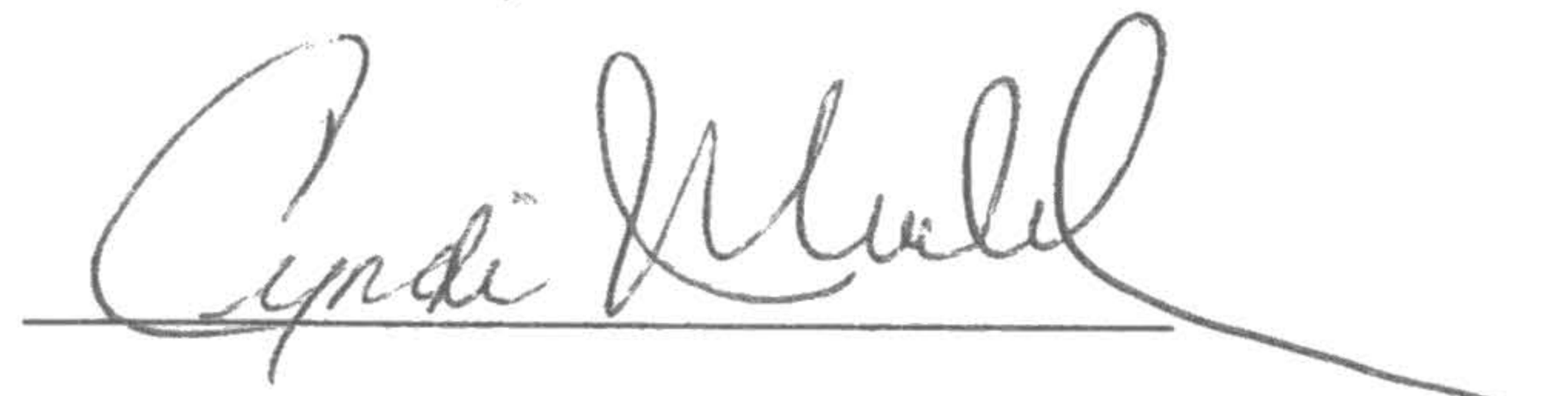
1. Email is an acceptable method for sending Notification of Hiring/Selection Committees/Panels and for notification of AFT Staff Guild appointments of its members to hiring/selection committees/panels.
2. Notification of Hiring/Selection Committees/Panels will be sent by the area Vice President (Bonvenuto, Daar, Manzano) or his/her designee to the AFT Staff Guild Chapter Chair (Maddren) and one additional AFT appointed designee (Bates). If the area VP is unable to or does not fulfill the obligation to provide notification according to the procedure herein, the responsibility immediately reverts back to the College President (Carleo).
3. A template for Notification of Hiring/Selection Committees/Panels containing at minimum a.) Position Title, b.) Department Name, c.) Hiring Committee Chair, d.) Expected Date the Hiring Committee Will Convene and e.) Contact person to whom inquiries should be directed, will be used – sample below.
4. Notification of Hiring/Selection Committees/Panels will be sent no fewer than 7 working days before a hiring/selection committee/panel is to be convened.
5. Notification of Hiring/Selection Committees/Panels will be sent every time a permanent full-time/part-time classified, administrative, faculty or SFP classified hiring process is initiated. (Temporary, adjunct, sub/relief positions are not included in the Notification of Hiring/Selection Committees/Panels process.)
6. Notification of Hiring/Selection Committees/Panels process may be sent as necessary to other parties as determined by the President or Vice Presidents.
7. Revisions to or cancellation of any hiring process announced, via the Notification of Hiring/Selection Committees/Panels procedure will be resent as a Revised Notification of Hiring/Selection Committees/Panels in keeping with the 7 working day notice (resets the time line).
8. The parties agree to review the Notification of Hiring/Selection Committees/Panels procedure in December 2013; however nothing precludes discussion in consultation at any time.



Karen Daar, Acting President
Los Angeles Valley College

9-3-13

Date



Cyndi Maddren, Chapter Chair
AFT College Staff Guild, Local 1521A
Los Angeles Valley College

8/30/13

Date

Example of the Notification of Hiring/Selection Committees/Panels Form

Notification of Hiring/Selection Committees/Panels Form adopted 8/30/2013	
Position No:	
Class Code:	
Position Title:	
Department Name:	
Hiring Committee Chair:	
Expected Date Hiring Committee Will Convene: (This notice must be sent <u>at least 7 working days</u> prior to the convening of the committee)	
Contact Person:	